

SAMPLE LETTER TO MAJOR UNIVERSITIES
SOLICITING APPLICATIONS OR NOMINATIONS

Dear Colleague:

California State University, San Bernardino is currently undertaking a national search for a tenure-track position in the Department of _____ and is soliciting applications and nominations.

The attached position announcement describes the nature of the appointment and the qualifications of a successful candidate. I hope you will find it descriptive enough to be of value in determining whether you might wish to nominate one or more candidates.

I am requesting your assistance in sharing this announcement with associates, graduate students, professional organizations and other resources available to you. In addition, would you please encourage any women or ethnic minorities to apply for this position. Our goal is to attract greater numbers of such applicants and thereby increase our opportunities to improve the gender and ethnic diversity of our faculty.

Any assistance you might provide us, including the circulation of the enclosed position announcement, will be much appreciated. Please note that there is a specific deadline for the receipt of applications. Nominations received prior to that date will be given full consideration.

Sincerely,

_____, Department Chair
Department of _____